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Approved For Release 2001/08/07 : CIA-RDP78-04718A000500210021-2

1 July 1952

MEMORANDUM FOR: The Record

SUBJECT : Personnel Statistics

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1. Reviewed with Messrs. [REDACTED] of PSPS, [REDACTED] memorandum regarding the personnel statistics functions and CIA Notice [REDACTED]. Discussed with them the status of readiness to perform first the T/O function originally handled by O&M and second the supplying of personnel statistics data to the Comptroller's Office. They reported that until the last couple of days PSPS did not understand that Notice [REDACTED] included more than the T/O function which they took over from O&M. It was their understanding that that was the only direct and immediate responsibility of Personnel and that all else was expected only as a study for their staff, with a view to providing at some later time such other statistics as might have been desired or requested.

2. The state of affairs then is as follows:

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a. T/O function formerly of O&M is under control by Personnel. Although at the time the shift was made O&M was to provide to Personnel the two people doing the job, only one was transferred. [REDACTED] formerly of O&M, did not transfer. Regardless of this fact, Personnel is handling the T/O problem and have made some improvements they think. Related to the T/O problem, of course, is personnel ceiling control. They have some ways to go on this, in that up to the present changes in ceilings have been handled in less than a regular and methodical manner.

b. In meeting the problem of providing personnel statistics to the Comptroller, however, the picture is not so bright. It appears first of all that there was in the minds of many a confusion between T/O control and Position Control. The T/O function of O&M was merely the machine handling of approved T/Os and changes without regard to ceilings, incumbents, or costs. PSPS had to get some questions answered and determine certain procedures. Not until 30 June 52, for instance, was clearly defined precisely what the Comptroller needed. Second, it was necessary to devise a system for providing by machine that which the Comptroller was providing by a manual system. Nowhere else in the Agency was there any system of Position Control suitable for the

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Comptroller's needs. On the other hand, Position Inventories existing in the Personnel Divisions existed only there, were not duplicated elsewhere in the Agency, and no system existed for converting them to machine handling. To provide a position control system will require, among other things, a manual transfer from the present Position Inventories in the two Personnel Divisions to master T/Os, following which code sheets could be prepared and cards punched. This in turn involves the question of the hands to do the manual transfer job, and, second, a determination and procurement of additional personnel (two or three) to handle the increased Machine Records' load.

c. Related to the problem of setting up a system to provide position control information to the Comptroller is the task of ensuring that Personnel's needs also be satisfied by the same system. Such information is useful and necessary for recruitment, placement, and reduction in force and other purposes. In addition it should be noted that the Position Inventories and the Comptroller's present manual system, though containing fairly reliable information on fulltime staff employees, both vouchered and unvouchered, do not provide complete data on part-time people, details, consultants, etc. Much of such information does not exist in usable form.

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3. Our conclusion was that [REDACTED] should discuss the problem with Meloon, after which time I would probably meet with Meloon and possibly Baird and [REDACTED] to determine an immediate course of action, inasmuch as the original understanding had been that the Comptroller would discontinue his manual system as of 1 July 52, at which time Personnel was to start providing the data. This deadline can not possibly be met due to the misunderstanding, if such it was in PSPS, as to their responsibility above and beyond T/O control itself and the fact that a complete system needed and still needs to be designed which will provide from a single source the data needed by all concerned.

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cc: ~~A-DB/A~~  
Personnel Director

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